



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 2-20-81	1. Agency Address Georgia Bureau of Investigation 1001 International Boulevard Suite 800 Atlanta, GA 30354	Application Number <b>81-146</b>	
Application Number		Date Received FEB 26 1981	Date Completed MAR 3 1981
2. Person to Contact Thomas J. McGreevy		Working Title Director, Investigative Division	Telephone Number 656-2296
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest Aug. 1975 <b>TO DATE</b>		5. Records Series Title (followed by title used in office, if different) Monthly Activity Reports	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Investigative Division is responsible for general investigation of crimes after the fact; for specialized investigation of narcotics, major crimes, and organized criminal activity; and for assisting in pre-service and in-service training programs for local law enforcement officers. The Division provides technical expertise in electronics and in optical and photographic surveillance. The Division also provides polygraph examinations for individuals who request or are requested to take them, and conducts background investigations on applicants for GBI positions and other sensitive positions within State government.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the daily and monthly work activity/productivity of sworn personnel of the Investigative Division of the GBI. Records are maintained on GBI Form 040. Included are: The monthly reports of all sworn personnel of the Investigative Division. This will represent an input to file of approximately 185 individual reports, consolidated reports for 13 Regions and consolidated reports for 8 squads per month.  File is arranged: All reports are prepared during each month and will be filed together <b>BY FISCAL YR.</b> with a summary report for the entire Investigative Division serving as a face sheet for the file.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>as needed</u> .			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. (in Annual Report)
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. (Annual Report)
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | 10 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need. For use in long range planning, and use for historical data to project future operational goals and assessments.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 8 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>E. P. P.</i>	2-23-81	<i>K. J. Mitchell</i>	2/20/81
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>Carol A. Hart</i>	3-3-81
		Secretary of State/Designee	Date
		<i>M. J. Hill</i>	3-2-81
		Attorney General/Designee	Date
			3-3-81